

C. TASKS ASSOCIATED WITH FEMA'S REP EXERCISE PROCESS

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The REP exercise process is an interrelated set of activities and functions involving many organizations. These activities and functions have been consolidated into 21 separate tasks listed in Table 1 below. While the titles of each task reflect the activities and functions of all organizations involved in the process, the content of the tasks reflects the specific responsibilities of FEMA and supporting RAC members.

TABLE 1: GENERIC REP EXERCISE TASKS

No.	Task
1.	ESTABLISH EXERCISE DATE
2.	ESTABLISH EXERCISE OBJECTIVES AND EXTENT OF PLAY
3.	DEVELOP AND REVIEW EXERCISE SCENARIO
4.	ESTABLISH EXERCISE GROUND RULES
5.	ASSIGN AND CONFIRM EVALUATORS
6.	ARRANGE LOGISTICS
7.	PREPARE AND DISTRIBUTE EVALUATOR ASSIGNMENT PACKETS
8.	PROVIDE SITE-SPECIFIC TRAINING TO EVALUATORS
9.	CONDUCT PRE-EXERCISE BRIEFING
10.	DOCUMENT ORGANIZATIONAL EXERCISE PERFORMANCE
11.	CONDUCT POST-EXERCISE EVALUATOR/PARTICIPANT INTERVIEW
12.	DEBRIEF EXERCISE EVALUATORS AND INITIATE CONSULTATION PROCESS
13.	PREPARE WRITTEN EVALUATION
14.	CONDUCT POST-EXERCISE PARTICIPANTS BRIEFING
15.	CONDUCT PUBLIC MEETING
16.	NOTIFY STATE OF DEFICIENCIES
17.	PREPARE SUMMARY EXERCISE REPORT

Table 1 Continued on Following Page

TABLE 1: GENERIC REP EXERCISE TASKS (CONTINUED)

No.	Task
18.	PREPARE EXERCISE REPORT
19.	EVALUATE AND REPORT ON REMEDIAL EXERCISE OR DRILL
20.	TRACK CORRECTION OF AREAS REQUIRING CORRECTIVE ACTION (ARCA)
21.	TRACK DEMONSTRATION OF EXERCISE OBJECTIVES

Tasks 1-8 and 20-21 are the basic exercise planning tasks. Tasks 1-8 should be completed with consideration of the results of previous exercises. Tasks 9-15 and 17-18 are associated with the conduct of the exercise and the evaluation of the performance of exercise participants. The sequential completion of these tasks is essential for FEMA's consultation with involved OROs and for the development of the documentation upon which FEMA findings are based. Tasks 16 and 19 should be completed whenever the evaluation of exercise performance reveals inadequacies that should be corrected within 120 days of the exercise. These results are provided through feedback from Tasks 20-21 for one or more previous exercises.

Task 21 contributes to the overall management of the exercise process by providing critical information on the status of the demonstration of objectives in exercises conducted by response organizations within six-year periods.

TABLE 2: MILESTONES FOR REP EXERCISE PROCESS

Time (No later than X Days Before/After Exercise)	Task	Milestone
365	1	Exercise date established
90	2	Submission of exercise objectives and review of exercise objective tracking per Task 21 of previous exercise
75	2	Complete FEMA and NRC review of exercise objectives and establish extent-of-play agreements
60	3	Exercise scenario submitted for FEMA and NRC review
60	4	Exercise ground rules established
45	5 3	Evaluators assigned and confirmed; FEMA and NRC review of exercise scenario completed
30	6	Logistics arranged
15	3	Final scenario adjustments completed
14	7	Evaluator packets prepared and distributed
1	8	Site-specific evaluator training completed
1	9	Pre-exercise briefing conducted

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TABLE 2: MILESTONES FOR REP EXERCISE PROCESS (CONTINUED)

Time (No later than X Days Before/After Exercise)	Task	Milestone
Exercise Day (ED)	10	Organizational performance during exercise documented
ED	11	Post-exercise evaluator/participant interviews conducted
ED + 1	12	Post-exercise evaluator debriefing conducted
ED + 2	12	RAC Chair initiates consultation process for Deficiencies
ED + 2	13	EEM Evaluation Forms and Narrative Summaries completed and submitted to RAC Chair
ED + 2	14	Post-exercise participants briefing conducted
ED + 2	15	Public meeting conducted
ED + 10	16	Official notification of identified deficiencies through letter from FEMA RD (consistent with consultation with FEMA HQ) to State, NRC HQ and RAC, with information copy to licensee
ED + 20	16	State acknowledges receipt of Deficiency letter and proposes schedule for remedial actions
ED + 30	17	Draft summary exercise report provided by Region to FEMA HQ for review

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TABLE 2: MILESTONES FOR REP EXERCISE PROCESS (CONTINUED)

Time (No later than X Days Before/After Exercise)	Task	Milestone
ED + 40	17	FEMA HQ comments on summary exercise report provided to Region
ED + 50	17	Summary exercise report provided by FEMA RD (consistent with consultation with FEMA HQ) to State, NRC HQ, and RAC, with information copy to licensee
ED + 60	18	Draft exercise report by FEMA Region provided to FEMA HQ for review
ED + 100	18	FEMA HQ provides comments to Region on draft exercise report
ED + 120	18	Draft exercise report provided by FEMA Region to State and RAC for review and comment
ED + 120	19	Remedial exercise or drill conducted and evaluated, as necessary, to correct deficiencies
ED + 150	18	Comments provided by State and RAC on draft exercise report
ED + 170	18	Final exercise report forwarded by Region to FEMA HQ
ED + 190	18	Final exercise report provided by FEMA HQ to State, NRC HQ, RAC, with information copy to licensee

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TABLE 2: MILESTONES FOR REP EXERCISE PROCESS (CONTINUED)

Time (No later than X Days Before/After Exercise)	Task	Milestone
NEXT BIENNIAL EXERCISE	20	Correction of exercise Areas Requiring Corrective Action (ARCA) completed

CHRONOLOGY: SECTIONS C.1-C.21

PRE-EXERCISE CHRONOLOGY: SECTIONS C.1-C.9

